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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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December 3, 2002

TO: Various Food Service Agencies (All Islands)
Department of Health (Hawaii State Hospital, Waimano Training
School and Hospital, Kalaupapa Settlement, Dental Health
Division, Adult Mental Health Centers)
Department of Public Safety (Correctional Facilities)
University of Hawaii Lab School

FROM: Procurement Officer

SUBJECT: Disposable Food Service Products
DOE Price List No. E03-17 (Oahu)
DOE Price List No. E03-18 (Big Island)
DOE Price List No. E03-19 (Maui)
DOE Price List No. E03-20 (Molokai/Lanai)
DOE Price List No. E03-21 (Kauai)
January 1, 2003 to December 31, 2003

Attached are price lists for Disposable Food Service Products issued by the Department of Education (DOE). The above listed agencies on the islands of Oahu, Hawaii, Maui, Kauai, Molokai and Lanai are mandated to purchase from the appropriate lists under the terms of the cooperative purchase agreement between the State Procurement Office and DOE.

Procedure for requests to purchase outside of the price lists remains the same. Agencies except for the University of Hawaii Lab School, shall continue to submit SPO Form-5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the State Procurement Office Price List", to the State Procurement Office. Likewise, the University of Hawaii Lab School shall continue to request waivers, if any, from the University of Hawaii procurement office.

Specific questions relating to the various products listed shall be directed to the listed vendors. Procurement questions or complaints may be directed as follows:

	<u>Point of Contact</u>	<u>Telephone</u>	<u>Facsimile</u>
Executive branch agencies:	Sharon Koga	586-0562	586-0570
University of Hawaii	Jamie Wong (primary)	956-8687	956-2093
	Rod Sakuma (alternate)	956-8687	956-2093

/s/ Robert J. Govers
ROBERT J. GOVERNS, CPPB
Procurement Officer

DEPARTMENT OF EDUCATION
PROCUREMENT & DISTRIBUTION SECTION

Attachments (5 price lists)

DISPOSABLE FOOD SERVICE PRODUCTS

January 1, 2003 to December 31, 2003
(IFB No. E03-17)

Orders shall be placed with the following companies:

<u>Vendor</u>	<u>DOE Vendor Code</u>	<u>Telephone #</u>	<u>Fax #</u>
Maui Chemical & Paper Products, Inc. 875 Alua Street Wailuku, HI 96793 Contact: Customer Service	028795	244-7311	242-6722
Morrad Foodservice 920 Eha Street Wailuku, HI 96793 Contact: Liz Miller	127396	877-2017 ext 512	249-9761

BID PRICES

Unit prices shall be based on delivery to destination and shall include any and all other costs incurred **except for the Hawaii General Excise Tax**. The Hawaii GET shall be added to the invoice as a separate line item and shall not exceed 4.166%. No additional charges shall be assessed.

STATE'S COMMITMENT

All cafeterias under the DOE's School Food Services Program are mandated to purchase disposable food service products from this price list. Further, other food service institutions under the jurisdictions of the State Procurement Office and the Judiciary are also mandated to purchase disposable food service products from this price list. From time to time, other agencies (for example: DOE's Special Education Programs or Health Rooms and DOH's Dental Health Division or Mental Health Centers) may purchase from this price list but these purchases shall be by mutual agreement between the agency and the vendor and shall be minimal and infrequent.

ORDERING PROCEDURES

- Orders must be placed five (5) business days prior to requested delivery date.

- Orders shall be faxed (DOE) or mailed (other agencies) to the above-listed vendors. Order forms are attached for DOE cafeterias' use only.
- **"DOE Price List No. E03-19"** should be noted on orders and invoices issued against this price list.
- When revising orders, SFSM must remember to state "Revised" and date of revision on new order. Failure to do so may result in a duplicate order.
- Agencies should retain this price list for future reference to specific terms and conditions related to items purchased.

DELIVERY AND ACCEPTANCE

Upon receipt of purchase order, vendor shall deliver all products to the location designated on the purchase order within five (5) business days of receipt of purchase order. The minimum order for delivery shall be \$50.00. The DOE reserves the right to combine orders from other price lists as well as non-bid items to meet this minimum order requirement. Orders totaling less than \$50.00 shall be made available on a "will call" bases or delivery shall be made only at the vendor's option and in accordance with vendor's delivery schedule.

Deliveries to DOE school cafeterias shall be made between 6:00 a.m. and 2:00 p.m., Mondays through Fridays in accordance with the vendor's delivery schedule. Deliveries shall be scheduled on at least two (2) non-consecutive business days per week. (Note: Friday and Monday do not qualify as non-consecutive business days.) Cafeterias may contact either the vendor or the Procurement Office for exact delivery days. Upon DOE cafeteria's request, vendor shall stack delivery cases in a previously-cleared storage area.

Any loss or damage to the products shall be the responsibility of the vendor. Vendor's responsibility for products and delivery does not end until acceptance of products at the designated location. Vendor shall forward original and three (3) copies of invoices directly to ordering agency.

FAILURE TO DELIVER

If a vendor is unable to deliver the exact product, it shall be the vendor's responsibility to notify the ordering agency of the disposition of the order within two (2) days after receipt of order. Vendor shall obtain prior approval from the DOE Procurement Office and the ordering agency to deliver an acceptable substitute at the same bid price and under the same terms and conditions. It shall be the vendor's responsibility to obtain and deliver the acceptable substitute.

QUALITY

Products furnished shall be new and of the best quality of its respective kind. Products shall be free from defects that may render it unfit for use. Vendor must immediately remove and replace damaged or rejected products with products of the quality required by specifications. Failure to remove or replace any rejected products shall not relieve the vendor from his contractual responsibilities. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable products.

Products shall meet all applicable federal and state regulations.

EXCEPTION FROM PRICE LIST

If the price list product is not suited to an agency's purpose, exception to purchase outside of this price list may be granted by the agency's Chief Procurement Officer. To obtain approval, DOE cafeterias must justify the exception on the DOE Form 5, "*Request Exception From Purchasing From Price List*" (**see attached form**) and fax to the DOE's Procurement Office. The approval must be obtained prior to purchase. The original Form 5 must be attached to payment documents.

INQUIRIES

Questions relating to this price list may be directed to Mrs. Donna Alvaro, Procurement and Distribution Section at telephone (808) 675-0130, fax (808) 675-0133 or via e-mail at Donna_Alvaro@notes.k12.hi.us.

Department of Education
Procurement Administrator

Disposable Food Service Products - Maui
January 1, 2003 to December 31, 2003

Item	Description	Unit	Manufacturer Name & Product No.	Bid Price	Vendor
<u>BAGS</u>					
1	Bags, freezer: 1-gal., 250/case	pack	Drackett 94604	\$15.16	Maui Chemical
2	Bags, freezer: 2-gal., 100/case	pack	Drackett 94605	\$23.07	Maui Chemical
3	Bags, food storage: 18" x 24", 250/case	case	Handgards FB24	\$10.00	Maui Chemical
4	Bags, food storage: 8" x 4" x 16" 1000/cs.	case	Island Plastic 8x4x16	\$24.00	Maui Chemical
5	Bags, Grocery, kraft #8; 2,000/case	case	No requirements; do not purchase.		
<u>BOWLS, FOAM & LIDS</u>					
6	Bowls, foam, squat: 8-oz. cap. 1000/cs.	case	Dart 8SJ20	\$23.06	Morrad Foodservice
7	Bowls, foam, squat: 10-oz. cap. 1000/cs.	case	No requirements; do not purchase.		
8	Bowls, foam, squat: 12-oz. cap. 500/cs.	case	Dart 12SJ20	\$14.28	Morrad Foodservice
9	Bowls, foam, squat: 16-oz. cap. 500/cs.	case	Dart 16MJ32	\$18.11	Morrad Foodservice
10	Lids for 8-oz. foam bowls; 1000/cs.	case	Dart 20JL	\$15.45	Morrad Foodservice
<u>CONTAINERS, FOOD</u>					
11	Containers, 3-comp., clear plastic; 250/cs.	case	PacTiv C181123	\$36.19	Maui Chemical
12	Containers, 3-comp, white foam; 200/cs.	case	Dart 85HT3	\$17.33	Morrad Foodservice
13	Bun Pan Bags, 27" x 37", clear with twist tie; 200/case	case	Foodhandler 22-PB27	\$16.57	Morrad Foodservice
14	Bun Pan Rack covers, 52" x 80", clear with sealed top; 50/case	case	Foodhandler 22-SB52D	\$9.94	Morrad Foodservice
<u>CUPS, DRINKING, PLASTIC</u>					
15	Cups, drinking, plastic: 5-oz. cap. 2500/cs.	case	Sweetheart CDE5	\$27.01	Maui Chemical
16	Cups, drinking, plastic: 7-oz. cap. 2500/cs.	case	Sweetheart CDE7	\$31.75	Maui Chemical
17	Cups, drinking, plastic: 9-oz. cap. 2500/cs.	case	Sweetheart CDE9	\$36.44	Maui Chemical
18	Cups, drinking, plastic: 12-oz. cap. tall; 1000/cs.	case	Sweetheart CDE12T	\$21.89	Maui Chemical
19	Lids clear for 7-oz.cups 2500/cs.	case	No requirements; do not purchase.		

Disposable Food Service Products - Maui
January 1, 2003 to December 31, 2003

Item	Description	Unit	Manufacturer Name & Product No.	Bid Price	Vendor
<u>CUPS, DRINKING, FOAM</u>					
20	Cups, drinking, foam: 6-oz. cap. 1000/cs.	case	Dart 6J6	\$11.76	Morrad Foodservice
21	Cups, drinking, foam: 8-oz. cap. 1000/cs.	case	Dart 8J8	\$13.85	Morrad Foodservice
22	Cups, drinking, foam: 10-oz. cap. 1000/cs.	case	Dart 10J10	\$17.27	Morrad Foodservice
<u>CUPS, PORTION, PLASTIC & LIDS</u>					
23	Cups, portion, plastic; 2-oz. cap. 2,500/cs.	case	International Paper PPR200	\$24.04	Morrad Foodservice
24	Lids clear for 2-oz. cups 2500/cs.	case	International Paper LPP2	\$31.09	Morrad Foodservice
25	Cups, portion, plastic; 3-1/4 oz. cap. 2500/cs.	case	International Paper PPR325	\$34.33	Morrad Foodservice
26	Lids clear for 3-1/4 oz. cups 2500/cs.	case	International Paper LPP45	\$32.21	Morrad Foodservice
27	Cups, portion, plastic; 5-1/2 oz. cap. 2500/cs.	case	International Paper PPR550	\$43.96	Morrad Foodservice
28	Lids clear for 5-1/2 oz. cups 2500/cs.	case	No requirements; do not purchase.		
<u>CUPS, SOUFFLE</u>					
29	Cups, souffle, paper: 2-oz. cap. 5000/cs.	case	No requirements; do not purchase.		
30	Cups, souffle, paper: 5-1/2 oz. cap. 5000/cs.	case	Sweetheart 550	\$64.21	Maui Chemical
<u>CUTLERY, PLASTIC</u>					
31	Cutlery, plastic, mid-heavy wt.: Forks; 1,000/case	case	World Bond IP201F	\$6.39	Maui Chemical
32	Cutlery, plastic, mid-heavy wt.: Spoons; 1,000/case	case	World Bond IP201S	\$6.39	Maui Chemical
33	Cutlery, plastic, mid-heavy wt.: Knives; 1,000/case	case	World Bond IP201K	\$6.39	Maui Chemical
<u>FILM, PVC</u>					
34	Film, PVC: 12" x 2000', roll	roll	Anchor PW122	\$6.94	Maui Chemical
35	Film, PVC: 18" x 2000', roll	roll	Anchor PW182	\$9.97	Maui Chemical
36	Film, PVC: 24" x 2000', roll	roll	Anchor PW242	\$13.69	Maui Chemical

Disposable Food Service Products - Maui
January 1, 2003 to December 31, 2003

Item	Description	Unit	Manufacturer Name & Product No.	Bid Price	Vendor
<u>FOIL, ALUMINUM</u>					
37	Foil, aluminum, dispenser roll: Standard 12" x 1000'	roll	PacTiv W12	\$16.26	Maui Chemical
38	Foil, aluminum, dispenser roll: Standard 18" x 1000'	roll	PacTic W17	\$23.26	Maui Chemical
39	Foil, aluminum, dispenser roll: Heavy duty 18" x 1000'	roll	PacTiv W23	\$31.94	Maui Chemical
40	Foil, aluminum, dispenser roll: Heavy duty 24" x 1000'	roll	PacTiv W25	\$44.21	Maui Chemical
41	Foil, aluminum: Sheets 10-3/4 x 12"; 3,000/case	case	PacTiv W69	\$44.04	Maui Chemical
42	Wax Paper, 12" x 250' roll	roll	No requirements; do not purchase.		
<u>PAN LINER</u>					
43	Pan liner, parchment paper; 1,000/case	case	Papercon 27SP	\$52.23	Morrad Foodservice
44	Pan liner, Quillon paper; 1,000/case	case	Papercon 25Q1	\$24.47	Morrad Foodservice
<u>NAPKINS, PAPER</u>					
45	Napkins, paper, tall fold; 10,000/case	case	Kimberly Clark 98-710	\$21.94	Maui Chemical
46	Napkins, paper, low fold; 8,000/case	case	Kimberly Clark 98-728	\$21.11	Maui Chemical
<u>TRAYS, FOOD, PAPER</u>					
47	Trays, food, paper; 1-lb. cap. 1,000/case	case	Dopaco 5804 (100)	\$13.88	Maui Chemical
48	Trays, food, paper; 2-lb. cap. 1,000/case	case	Dopaco 5814 (200)	\$16.34	Maui Chemical
49	Trays, food, paper; 3-lb. cap. 500/case	case	Dopaco 5815 (300)	\$12.79	Maui Chemical
<u>TRAYS, COMPARTMENT</u>					
50	Trays, 3-comp., paper; 500/case	case	Chinet 22023 (Huhtamaki)	\$41.69	Maui Chemical
51	Trays, 5-comp., paper; 500/case	case	Chinet 22025 (Huhtamaki)	\$40.45	Maui Chemical
52	Trays, 6-comp., foam; 500/case	case	No requirements; do not purchase.		
<u>CAPS, FOODHANDLERS</u>					
53	Caps, white: Overseas; 1,000/case	case	Cellucap RC100	\$52.28	Maui Chemical
54	Caps, white: Bouffant; 1,000/case	case	No requirements; do not purchase.		

Disposable Food Service Products - Maui
January 1, 2003 to December 31, 2003

Item	Description	Unit	Manufacturer Name & Product No.	Bid Price	Vendor
<u>GLOVES, POLY FOODHANDLERS</u>					
55	Gloves, polyethylene: Small; 100/box	box	Foodhandler 104-72	\$1.18	Morrad Foodservice
56	Gloves, polyethylene: Medium; 100/box	box	Foodhandler 104-74	\$1.18	Morrad Foodservice
57	Gloves, polyethylene: Large; 100/box	box	Foodhandler 104-76	\$1.18	Morrad Foodservice
<u>GLOVES, VINYL FOODHANDLERS</u>					
58	Gloves, vinyl: Small; 100/box	box	Foodhandler 102-102	\$2.11	Morrad Foodservice
59	Gloves, vinyl: Medium; 100/box	box	Foodhandler 102-104	\$2.11	Morrad Foodservice
60	Gloves, vinyl: Large; 100/box	box	Foodhandler 102-206	\$2.11	Morrad Foodservice
61	Gloves, vinyl: X-large; 100/box	box	Foodhandler 102-208	\$2.11	Morrad Foodservice